

Our security entrance (vestibule) is now installed. This means that all school doors will remain closed and locked during school hours.

We need your help in becoming aware and abiding by the following:

New Safety Measures

- During the school day, every visitor to Columbia Elementary must enter through the secure vestibule on the northwest entrance.
- Teachers will continue to pick students up from their class line at 8:45 AM. Teachers will also walk their students to and from the playground and to other activities.
- Students should remain outside before school unless prior arrangements have been made. Students are encouraged to arrive to school between 8:30 and 8:45 AM. Students who eat breakfast at the school may enter the school at 8:20 AM. There may be other exceptions, such as before-school activities or meetings with teachers.
- At 8:45 AM., any parent, visitor, or non-school employee who is planning on staying in the school building must go to the office and check in.
- When visiting the school, press the button located in the middle between the inside doors. Have your photo ID ready to show to the camera by the button. The school secretary will unlock the door for you to enter. Head directly to the school office to continue checking in and to obtain a school badge to wear while in the building.



Visitors must check in at the office, show a photo ID, and obtain a school badge prior to going anywhere in the building. We often have only one employee in the office. That employee may be assisting others and may not be able to respond immediately. Give yourself ample time and be patient. Please make an extra effort to remember items that are often forgotten, such as backpacks, lunches, etc.